

MINUTES OF THE COUNCIL ON GRADUATE STUDIES

October 1, 2002

The Council on Graduate Studies met at 2:00 p.m. on Tuesday, October 1, 2002 in the Graduate School Conference Room.

Members present: Dean Augustine, Dr. Michael Havey, Dr. Shane Miller, Dr. Britto Nathan, Dr. Ruth Hoberman, Dr. Mary Ellen Varble, Dr. Waldo Born, Dr. Linda Morford, Dr. Mark Voss-Hubbard, and Joe Robbins

Members absent: Dr. Cheryl Noll

Staff present: Mrs. Linda Barter and Ms. Rhonda Salesberry, The Graduate School

Guest present: None

I. Minutes

The minutes of September 17, 2002 were approved as published.

II. Communications

- Dean Augustine reported that he had received notification from Dr. Mike Hoadley regarding curriculum approval of technology delivered courses.
- Dean Augustine announced the Dr. William Kirk, Department of Psychology was recommended for the Graduate School Commencement Marshal.

III. Approved Request for Executive Actions

1. Change in catalog description of the M.S. in Technology Program.

IV. Items to be Added to the Agenda

Dr. Hoberman moved and Dr. Voss-Hubbard seconded the motion to add the following item to the agenda.

02-30 McNair Scholars Assistantship

V. Items to be Acted On

[The order of business was changed to accommodate the flow business.]

02-26 Department of Speech Communication: Proposal to Revise SPC 4770

Proposal withdrawn.

02-27 Department of Speech Communication: New course proposal, SPC 4820

Dr. Shane Miller presented the proposal and answered questions of the Council. The motion passed unanimously.

This action approved the following to become effective Spring 2003:

SPC 4820: Political Communication. (3-0-3) On Demand.

This course examines the interactive role between public communications and politics. Students will study how communication is involved in the various aspects of campaigning for and fulfilling the duties of public office.

02-28 Department of Speech Communication: New course proposal, SPC 4850

Dr. Miller presented the proposal and answered questions of the Council. The motion passed unanimously.

This action approved with the following changes to become effective Spring, 2003:

SPC 4850. Topics in Computer Mediated Communication. (3-0-3) On Demand.
A detailed examination of specific theories and practices related to communication technology. Specific topics will vary according to student demand, availability, and interest of faculty. May be repeated with a change in course content.

02-29 Revision of IGP 70

Dean Augustine presented the proposal and answered questions of the Council. The motion passed unanimously.

This action approved the policy to read as follows:

Graduate assistantships are available in academic and administrative units. Allocations are determined by the Dean of Graduate School who is advised by the Council on Graduate Studies.

Upon the authority of the President, and within the limitations of available resources, the Dean of Graduate School shall appoint graduate assistants.

The Graduate Dean shall be responsible for certifying that students holding graduate assistantships have complied with the Employment Eligibility Verification required by Immigration and Naturalization Service of the Department of Justice.

To be eligible for appointment as graduate assistants, applicants must hold the baccalaureate degree or its equivalent, have been admitted to the Graduate School, and meet the academic requirements established by the Council on Graduate Studies.

Duties vary according to the academic or administrative unit offering the appointment. Graduate assistants do not hold faculty rank. Graduate assistants may be appointed to perform the following duties:

- 1. Teaching assistance**
- 2. Research assistance**
- 3. Service assistance**
- 4. Residence Hall assistance**

The maximum work load for graduate assistants shall not exceed twenty clock hours per week while school is in session.

Stipends

Stipends provide compensation for duties assigned by the academic or administrative unit. Stipends vary with work load and course load. The Dean of Graduate School is responsible for assuring that graduate assistants comply with study and work loads prescribed by the contract.

Tuition Waiver Scholarships

Tuition waiver scholarships are provided in recognition of the graduate assistant's academic accomplishments. The scholarships are provided as part of the financial aid package, but they are not related to services. The scholarships do not cover the cost of program and service fees. The scholarships may be rescinded upon the resignation of the appointment. Tuition waiver scholarships apply to off-campus courses only if the courses are indicated on the Graduate Study Plan and are not part of a tuition waiver cost recovery program.

Graduate assistants may receive a tuition waiver scholarship for the summer term preceding or following their term of appointment.

A graduate assistant resigning the appointment or terminating prior to mid-term of the semester and remaining in the University will be rebilled for tuition for that semester. A graduate assistant appointed prior to mid-term of the semester will be given a refund, when applicable, and be rebilled as a graduate assistant for that semester.

Off-Campus Graduate Assistantships

Graduate assistantships are available through cooperative agreements with non-university agencies. Funds for the assistantship stipends are provided by the cooperating agency. The assistantship may or may not include a tuition waiver scholarship. The Dean of Graduate School shall determine the number of assistantships and waivers available through this program.

The Dean of Graduate School is responsible for ensuring that agreements with the cooperating agencies meet university policies.

Applicants for off-campus graduate assistantships must meet the same requirements as other graduate assistantships.

VI. Committee Reports

No committees had meet as of yet.

VII. Dean's Report

Dean Augustine reported that the student liaison to CUPB is Rodney Ranes from the Department of Counseling and Student Development. He also reported that the student liaison to the Textbook Rental Advisory Committee is David Shaw from the MBA program.

Dean Augustine also reported that the President is actively campaigning to increase funding for Presidential Assistantships for next year.

The meeting was adjourned at 2:35 p.m.

Rhonda F. Salesberry, Coordinator

**ANNOUNCEMENT OF THE NEXT MEETING
Tuesday, October 15, 2002
Arcola/Tuscola Room**